



WORLD BANK GROUP

Donor Funded Staffing Program

TOR No:	2024-065
Title:	Junior Professional Officer (Trustee Finance)
Grade:	UC
Division/VPU:	GGGPE (Global Partnership for Education Secretariat)/Human Development Vice Presidency (GGHVP)
Duty Location:	Washington, D.C.
Appointment Type and Duration:	Two-year Term Appointment

BACKGROUND

Who We Are

Global Partnership for Education (GPE) is a shared commitment to end the world’s learning crisis. It is the only global partnership and fund dedicated entirely to helping children in lower-income countries get a quality education, so they can unlock their potential and contribute to building a better world. We bring together governments, teachers, civil society, donors, United Nations agencies, development banks, businesses and private foundations to transform education systems so that every girl and boy can have hope, opportunity and agency.

What we do

GPE helps low- and lower-middle-income countries to build stronger education systems so that all children can get the education they need to thrive. We currently support nearly 90 countries where the needs are greatest and focus on reaching the children who are the most vulnerable, including girls, children with disabilities and those affected by extreme poverty or conflict. Our unique approach works. Since 2002, 160 million more children in GPE partner countries have set foot in classrooms for the first time, more than half of them girls. GPE is also the largest provider of education grants in the global COVID-19 response, providing partner countries with vital resources to ensure that learning can safely continue.

The GPE Board of Directors includes ministerial-level board members and alternates representing 20 constituencies that reflect the Partnership’s breadth. The Board of Directors, with its three standing committees, provides policy and strategic oversight and approves or delegates funding decisions. The GPE Secretariat, with 160 employees and hosted by the World Bank, is responsible for translating the policies and strategies set by the Board into practical support for partner countries, coordinating with diverse stakeholders and galvanizing global support for SDG4. The Secretariat’s headquarters are in the World Bank’s offices in Washington, D.C. and the European office is in Paris with a satellite office in Brussels.

Responsibilities of the FGO Team

The Finance & Grant Operations (FGO) team focuses on fiduciary matters, grant processing, monitoring and administration, risk, innovative financing, and trustee finance. FGO is led by GPE’s Chief Financial Officer (CFO).

DUTIES AND RESPONSIBILITIES

Within the Trustee Finance team of FGO, under the direction of the Financial Officer, the JPO will:

- Support the development and implementation of GPE's grant finance system.
- Support the management of GPE's grant financial information, including reconciling Grant Agent financial reports with information maintained by the Trustee of the Global Partnership for Education for review by the Financial Officer.
- Conduct financial analysis of the grant portfolio to support the financial forecast, annual portfolio review, quarterly financial reports, web reports, cash flow analysis for investment purposes, financial policy development, currency hedging, and any other corporate deliverable as directed by the Financial Officer.
- Engage with Donors on signing contribution agreements and sending payment requests.
- Support the work around due diligence of potential new Donors and accreditation of new Grant Agents.
- As directed by the Financial Officer, respond to routine requests for financial information from internal and external stakeholders. This includes monthly donor reporting and replenishment tracking and the corresponding website updates.
- To support the duties above, the JPOO may need to liaise with internal Secretariat staff throughout the organization, and with external stakeholders, including representatives of the Governance bodies, GPE Donors, Trustee, and Grant Agents.
- Other ad hoc tasks as required

Note:

The selected candidate will not be assigned to programs involving their own government such as donor coordination and trust fund management.

SELECTION CRITERIA

- Educational Degree: At least a Master's degree in finance, accounting, economics, or relevant field of study
- Relevant Experience: At least three years of experience in financial management (public financial management, auditing, consulting, etc.)
- Strong financial analytical skills
- Advanced MS Excel skills
- Demonstrated knowledge and understanding of the financial aspects of GPE's or other global partnership's or development agency's operating model is a plus
- Experience with Enterprise Resource Planning Systems (ability to navigate SAP an advantage)
- Excellent communication skills, especially presentation of financial information, and the ability to write clearly, concisely and quickly
- Ability to think independently, analyze problems, and identify solutions.
- Proven ability to work in a team and intercultural environment, with minimal supervision
- Hands-on and action-oriented approach
- Excellent oral and written communication skills in English
- Enthusiasm for, and commitment to development work